

MARSH**CERTIFICATE OF INSURANCE**CERTIFICATE NUMBER
NYC-002460739-03**PRODUCER**Marsh USA Inc.
1166 Avenue of the Americas
New York, NY 10036
Attn: Newyork.certs@Marsh.com Fax: 212-948-0500THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS
NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE
POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE
AFFORDED BY THE POLICIES DESCRIBED HEREIN.**COMPANIES AFFORDING COVERAGE**

COMPANY

A ACE AMERICAN INSURANCE COMPANY

COMPANY

B N/A

COMPANY

C

COMPANY

D

41542 -INC00-SBF-06-07

INSUREDSCHOLASTIC LIBRARY PUBLISHING,
A DIVISION OF SCHOLASTIC, INC.
90 SHERMAN TURNPIKE
DANBURY, CT 06816**COVERAGES**THIS IS TO CERTIFY THAT POLICIES OF INSURANCE DESCRIBED HEREIN HAVE BEEN ISSUED TO THE INSURED NAMED HEREIN FOR THE POLICY PERIOD INDICATED.
NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE CERTIFICATE MAY BE ISSUED OR MAY
PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND EXCLUSIONS OF SUCH POLICIES. AGGREGATE
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	HDO G21729802	02/28/06	02/28/07	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 250,000
					MED EXP (Any one person) \$ 10,000
					COMBINED SINGLE LIMIT \$
	AUTOMOBILE LIABILITY				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> SCHEDULED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- TORY LIMITS OTH- ER
	THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT \$
					EL DISEASE-POLICY LIMIT \$
	OTHER				EL DISEASE-EACH EMPLOYEE \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMSNEW YORK CITY DEPARTMENT OF EDUCATION IS INCLUDED AS AN ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT BUT ONLY
AS RESPECTS TO GENERAL LIABILITY OF THE NAMED INSURED.**CERTIFICATE HOLDER****CANCELLATION**SHOULD ANY OF THE POLICIES DESCRIBED HEREIN BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF,
THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 90 DAYS WRITTEN NOTICE TO THE
CERTIFICATE HOLDER NAMED HEREIN, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR
LIABILITY OF ANY KIND UPON THE INSURER AFFORDING COVERAGE, ITS AGENTS OR REPRESENTATIVES, OR THE
ISSUER OF THIS CERTIFICATE.

MARSH USA INC.

BY: Thomas A. Caldwell

MM1(3/02)

VALID AS OF: 03/02/06

III. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "B+ VI", unless proper financial information relating to the Company is submitted to and approved by the Louisville/Jefferson County Metro Government's Risk Management Division.

IV. MISCELLANEOUS

- A. The Supplier shall procure and maintain insurance policies as described herein and for which the Louisville/Jefferson County Metro Government Department of Purchasing shall be furnished Certificates of Insurance upon the execution of the Contract.
- B. Certificates of Insurance as required above shall be furnished, with your bid to the Louisville/Jefferson County Metro Government, Department of Purchasing, Room 306, Fiscal Court Building, Louisville, Kentucky 40202
- C. Approval of the insurance by the Louisville/Jefferson County Metro Government shall not in any way relieve or decrease the liability of the Supplier hereunder. It is expressly understood that the Louisville/Jefferson County Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Supplier.

SECTION IV

GENERAL SPECIFICATIONS

LOUISVILLE FREE PUBLIC LIBRARY REQUEST FOR PRICE PROPOSALS PROFESSIONAL SERVICE CONTRACT FOR BOOKS

INTRODUCTION

The Louisville Free Public Library serves the Jefferson County, Kentucky community. The system consists of 17 physical locations and three bookmobiles. The Library purchases a wide variety of books and other materials each year to maintain a well-rounded collection and to support specific Library goals.

About 70% of the current fiscal year's materials budget of \$3.83 million will be expended for adult, teen and children's books.

AWARD CRITERIA:

Professional Service Contracts will be issued to one or more vendors deemed to be fully qualified and best suited among those submitting bids on the basis of the following criteria:

Ability to perform the requirements of the contract:	40 %
Price of services:	40%
Experience in providing services required:	20%

Proposals will be reviewed by a committee consisting of representatives from:

Louisville Metro Government Library

Professional Service Contracts are valid for one year.

REQUIREMENTS DEFINED

EXPERIENCE:

Vendor must demonstrate extensive successful experience supplying both adult and juvenile material to libraries of comparable size and income.

REFERENCES:

Vendor shall provide a list of at least three public libraries, of comparable size, to which vendor is currently providing service. Include the names, addresses, and phone numbers of library staff we may contact.

PERSONNEL AND SERVICES:

Vendor shall assign a specific representative to service the Library's accounts who has the ability and authority to respond to issues with orders, deliveries, claims, invoices, credits, cancellations, and rush orders.

Additional personnel shall be assigned to assist the Manager of Collection Services with special projects such as building special and or new collections and providing supplementary services such as cataloging and processing.

All personnel specified above must be available by toll-free telephone and fax and e-mail.

INVENTORY:

Please describe the size of your inventory as follows; and if the Library's orders will be shipped primarily from only one warehouse, indicate the inventory figures of that one location as well.

a. Quantity of titles:

1. adult trade hardbacks and trade paperbacks
2. mass market paperbacks
3. juvenile trade reinforced bindings hardbacks and/or trade papers
4. juvenile mass market paperbacks

b. Total quantity of copies:

If inventory is stocked in multiple warehouses, are orders automatically cascaded? If not, is this service available upon request?

TYPES OF MATERIALS TO BE SUPPLIED:

Vendor shall be able to supply trade books and paperbacks, university press books, mass market paperbacks, and juvenile books with reinforced bindings.

Based on the Library's projected book funds, list discounts for the following types of materials:
Give average discount for each type.

Adult: Trade hardbacks
Trade paperbacks
Short discount books
Mass market paperbacks

Juvenile: Trade hardbacks
Reinforced bindings
Short discount books
Trade paperbacks
Mass market paperbacks

Based on experience with libraries of similar size and income, give an estimated average discount that may be realized overall.

VENDOR-SUPPLIED PROCESSING

Please indicate if vendor-supplied processing and/or cataloging can be provided.

MULTIPLE ACCOUNT NUMBERS

Vendor will accept multiple account numbers for Library and invoice separately.

PLACEMENT OF ORDERS

The Library must be able to access selection tools and databases directly from the Polaris system. It is preferred that the vendor support the EDI X12 version 4010 standard compatible with the Polaris system for electronic ordering, receiving and invoicing at no extra cost.

Vendor must accept orders via toll-free telephone, or fax. All three options must be available. Immediate confirmation must be available indicating status of each item such as: in stock and being shipped, order direct, back-ordered, not yet published, etc.

STATUS/CANCELLATION REPORTS

Status/cancellation updates shall be sent with each shipment. Cumulative status/cancellation reports shall be sent monthly.

INVOICES

Two copies of invoices shall be delivered to the address as supplied by the Library. The following information shall appear on each invoice:

- a. Library bill-to address
- b. Library ship-to address
- c. Account number
- d. Library purchase order number
- e. Number of copies
- f. Title
- g. Author
- h. ISBN
- i. List price per title
- j. Discount price per title
- k. Net price per title
- l. Total cost

RETURNS/CREDITS

Vendor will accept returns and supply credit memo forms which may be completed by the Library without prior vendor authorization.

DELIVERY OF ORDERS

A. RUSH orders (vendor processing not required):

1. Vendor will make procedure available (such as orders placed before a certain hour) so that RUSH orders of books in stock will be received by Library in NEXT DAY shipment.
2. Prepublication orders of bestsellers ordered RUSH will be shipped so that Library receives on day before title goes on sale in bookstores.
3. Backorders may be held for RUSH only orders of titles not yet published or publisher out-of-stock.

B. NON-PROCESSED BOOKS:

1. Vendor will ship books in stock within one week of receipt of order.

2. Vendor will ship in print books not in stock within six weeks of receipt of order.
3. All books not received within nine weeks shall be canceled and order considered complete.

C. VENDOR-PROCESSED BOOKS:

1. Vendor will ship books in stock within two weeks of receipt of order.
2. ~~Vendor will ship in print books not in stock within eight weeks of receipt of order.~~
3. All books not received within nine weeks shall be canceled and order considered complete.

SHIPPING

Vendor will ship books and other materials free of charge via UPS or comparable freight line.



Scholastic Library Publishing
Grolier • Children's Press • Franklin Watts • Grolier Online
90 Old Sherman Turnpike, Danbury, CT 06816, 203-797-3500
www.scholastic.com/librarypublishing

EXECUTIVE SUMMARY

About Scholastic Library Publishing

Scholastic Library Publishing, a Division of Scholastic, creates a multitude of products, both in print and online, for the school and public library market under the imprints of Grolier, Children's Press®, Franklin Watts®, and Grolier Online®. Children's Press® offers primarily non-fiction series for elementary and middle schools, while Franklin Watts® focuses on non-fiction for the high school market. Grolier publishes encyclopedias and is best known for the brands *Encyclopedia Americana* and *The New Book of Knowledge*.

Scholastic Library Publishing is committed to providing the educational community with high quality instructional materials that are curriculum-aligned and help children to become lifelong learners.

About Scholastic

Scholastic Corporation is the world's largest publisher and distributor of children's books and a leader in educational technology. Scholastic creates quality educational and entertaining materials and products for use in school and at home, including children's books, magazines, technology-based products, teacher materials, television programming, film, videos and toys. The Company distributes its products and services through a variety of channels, including proprietary school-based book clubs, school-based book fairs, and school-based and direct-to-home continuity programs; retail stores, schools, libraries and television networks; and the Company's Internet site, <http://www.scholastic.com>.

Comprehensive Selection of Titles

Scholastic Library Publishing offers a comprehensive selection of non-fiction, fiction and reference materials. With our Children's Press®, Franklin Watts®, Grolier imprints, and select Scholastic Titles combined, we maintain, on average, more than 3,900 titles.

Grolier

Grolier publishes multi-volume, subject-specific reference sets and encyclopedias. The Grolier Reference collection is the most comprehensive, high quality reference collection available. The New Book of Knowledge® and Encyclopedia Americana® are updated and revised annually, and the subject-specific reference sets complement and correlate to every curriculum.

Children's Press®

Since its founding in 1945, Children's Press® has been a leader in the world of children's publishing. Known primarily for its highly successful geography series, *America the Beautiful* and *From Sea to Shining Sea*, its *Rookie Books*, and *A True Book™* series, Children's Press® publishes nearly 300 titles a year on a broad range of subjects for children from preschool through middle school. Children's Press® books have shown, to the delight of tens of thousands of readers, that information, education, and entertainment are inseparable.

Franklin Watts®

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Grolier Online offers more than 100,000 periodical and primary source links, carefully monitored Web links, dictionaries, educational games, easily printable photos and maps, an extensive atlas, current events and news archives, bibliographies, teacher resources, and much more.

Students can access Grolier Online remotely at their homes, allowing for independent reading and research, while facilitating at-home learning.

Sole Source Status of Grolier Reference Products

We are the Sole Source provider of Grolier reference products. (Please see the enclosed signed letter regarding a list of Grolier reference books and items available exclusively through Scholastic Library Publishing.

SCHOLASTIC **Library Publishing**

LIBRARY CONTACT REFERENCES

Los Angeles Public Library
630 W. Fifth Street
Los Angeles, CA 90071
213-228-7515

Contact: Susan Kent

Miami Dade Public Library
101 W. Flagler Street
Miami, FL 33130
305-375-2665

Contact: Mary Somerville

Boston Public Library
666 Boylston Street
Boston, MA 02117
617-536-5400

Contact: Liam Kelly

New York Public Library
455 5th Avenue
New York, NY 10016
212-930-0800

Contact: Marilee Fogelsong

King County Library System
300 Eighth Avenue North
Seattle, WA 98109
206-684-6696

Contact: Julie Ben-Simon

GROLIER children's press Franklin Watts Grolier Online 

90 SHERMAN TURNPIKE, DANBURY, CT 06816-0001 • TEL: (203) 797-3500 • FAX: (203) 797-3657



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Personnel & Services

Local Sales Representative

Ray Brooks
1126 Spring Valley Drive
Huntington, WV 25701
(phone/fax) 304-429-4914
rbrooks@scholasticlibrary.com

Customer Service

90 Old Sherman Turnpike
Danbury, CT 06816
(p) 800-621-1115
(f) 866-783-4361
slpservice@scholasticlibrary.com
Hours: 8:00am-5:30pm EST



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Inventory

Scholastic Library Publishing, Inc. carries the following imprints: Children's Press, Franklin Watts, Grolier Reference, selected Scholastic titles, and Weston Woods. Below is the number of active titles/sets by imprints.

<u>Imprint</u>	<u>Active Titles/Sets</u>
Children's Press (Reinforced Library Binding)	1805
Franklin Watts (Reinforced Library Binding)	611
Grolier Reference (Reinforced Library Binding)	84 Sets
Selected Scholastic titles (Trade & Reinforced Library Binding)	518
Weston Woods (Audio Visual)	444

These imprints are stocked in one warehouse located in Jefferson City, Missouri.



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Types of Materials to be Supplied

Off List Price

<u>Discount</u>	<u>Imprint</u>
30%	Reinforced Library Binding (Children's Press®, Franklin Watts®, Selected Scholastic titles)
40%	Trade Binding (Selected Scholastic titles)

Catalog Price

<u>Discount</u>	<u>Imprint</u>
0%	Reinforced Library Binding (Grolier Reference)
0%	Audio/Visual Weston Woods

Catalogs

2006-2007 Children's Press, Franklin Watts
2006-2007 Grolier
2006-2007 Scholastic titles for your Library
2006-2007 Read-Along Catalog (Weston Woods)
2005-2006 Public Performance Catalog (Weston Woods)

New catalogs become available annually in August and September

Shipping and Handling

Shipping and handling is FREE of charge on purchase orders of \$750.00 or more. All orders (regardless of size) placed through our web site at www.scholastic.com/librarypublishing will receive FREE shipping and handling. For purchase orders of less than \$750.00 (if not placed through our web site), there will be a 7% charge for shipping and handling.

Library Processing Services

We are proud to offer our customers the following services: catalog card kits, mylar jackets, theft detection, and the latest in barcoding technology. All information must be completed to fulfill your order. We request that specifications are sent with all orders to ensure accuracy of your order and that no changes have occurred with your specifications. Our books are cataloged according to the Library of Congress using AACR2.

SCHOOL OR LIBRARY: _____

CITY: _____

STATE: _____

ZIP: _____

CONTACT NAME: _____

PHONE: _____

Please keep these specifications on file at:

☐ District Level ☐ Building Level ☐ These are updated specifications

If you wish your specifications to remain on file, we suggest you provide a bar code range that can be kept on file. Please note this range in the Bar Code Information section on the following pages.

LIBRARY PROCESSING SHELF-READY OPTIONS

☐ **Complete Catalog Card Kit Attached:**

(includes catalog cards, pocket, spine label, and date due card) \$.95 per book.

Step 1: Must specify pocket location.

- ☐ back flyleaf ☐ back inside cover
☐ front flyleaf ☐ front inside cover

Step 2: Must specify spine label attachment.

- ☐ Attached horizontal ☐ Attached vertical if Dewey wraps

☐ **Complete Catalog Card Kit Unattached:**

(includes catalog cards, pocket, spine label, date due card) \$.70 per book.

☐ **Automation Package Attached:**

(includes shelf list card, spine label, and one bar code label) \$.80 per book. See Automation Options on next page. To purchase additional bar code labels, see Bar Code Information on next pages.

Step 1: Must specify spine label attachment.

- ☐ Attached spine label horizontal ☐ Attached spine label vertical if Dewey wraps

Step 2: Must complete all automation options. (See next pages.)

☐ **Automation Package Unattached:**

(includes shelf list card, spine label, and one bar code label) \$.50 per book. See Automation Options on next pages.

Step 1: Must complete all automation options. (See next pages.)

AUTOMATION OPTIONS

☐ **MARC Record: FREE** One option in each box is required (boxes 1, 2, 3, 4, and 5). Complete Bar Code Information on next page, if applicable.

BOX 1
Software:

- ☐ Accent Export
☐ Accent Express
☐ Alexandria
☐ Athena
☐ CASPR
☐ Dynix
☐ Follett
☐ Gateway
☐ Horizon
☐ Info Centre
☐ Mandarin/SIRS
☐ Sirsi
☐ TLC
☐ Winnebago/Spectrum
☐ Winnebago CIRC/CAT
☐ Other: _____

BOX 2
Symbology:

- ☐ Code 39*
☐ Code 39 MOD 10
☐ Code 39 MOD 43
☐ Interleaved 2 of 5*
☐ Follett 2 of 5*
☐ 14-digit codabar
☐ Codabar w/o check digit*
*non-checked digitized symbology

If you are unsure of your symbology, contact your software provider.
Never go by appearance.

BOX 3
Format:

- ☐ MARC record in 1987 MicroLIF format (Filename is IBM.FIL)
☐ USMARC/852 (1991 Holdings) (File name is MICROLIF.001)
☐ USMARC FORMAT/Other holdings (File name is MARC.001)

If you are unsure of your format, contact your software provider or check the file name on a previous MARC record.

BOX 4
Media Type: (select one)

- ☐ 3.5" High Density
☐ CD-ROM
☐ Deliver my MARC Records via Web* (e-mail address required)

*When your MARC Records are ready, you will receive an e-mail from our Library Processing vendor with a hyperlink and instructions on retrieving your MARC Records via the Web.

BOX 5
Computer Type:

- ☐ IBM
☐ Macintosh
☐ Other (specify): _____

UNION CATALOG INFORMATION

- ☐ Sunlink
☐ Access PA

Must specify School Code: _____

BAR CODE INFORMATION

Attached \$.30 per label, unattached \$.15 per label.

Specify symbology on previous page.

Bar code labels needed? ☐ Yes* ☐ No ☐ Insert bar code number in MARC Record, no labels required.

Type of Bar Code ☐ Generic ☐ Smart

Number of bar code labels per book needed: _____ (quantity)

Does your bar code require a check digit? ☐ Yes ☐ No

Bar code length without check digit (# of characters): _____

☐ I would like to keep a range of bar code numbers on file. (Please specify range) _____ to _____

☐ Use next bar code number on file. (If applicable)

☐ Starting Bar Code number for this order only _____

☐ I use a 14 digit bar code with a check digit. (Please fill in data)

Type School Code (4 to 6 characters) Bar code number (remaining spaces) Check digit
 _____ / _____ / _____

Name on bar code label required? ☐ Yes ☐ No

If YES, in 30 characters or less (including spaces and punctuation), please enter your school or library's name as you wish it to appear on your bar code label:

*If selected yes for bar code labels, enter placement, location, and orientation:

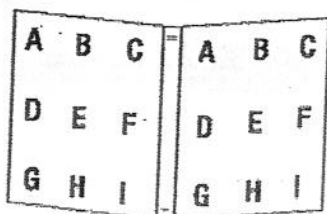
Placement:

☐ Outside back cover
☐ Inside back cover

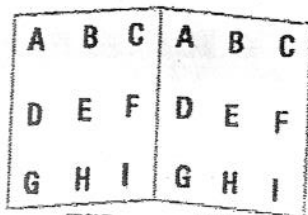
☐ Outside front cover
☐ Inside front cover

☐ Front Flyleaf
☐ Back Flyleaf
☐ Unattached

Location: (circle)



BACK Outside FRONT



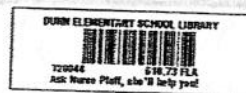
FRONT Inside BACK

☐ Horizontal

Orientation:

☐ Vertical—
top to bottom

☐ Vertical—
bottom to top



If more than one bar code label is requested, please specify the following for additional bar codes:

Placement: _____

Placement: _____

Orientation: _____

Orientation: _____

Location: _____

Location: _____

Label/Title Conflict: (If label covers part of title)

☐ Cover title when necessary ☐ Send unattached

MYLAR

Select only one: (not applicable to Grolier Reference or paperback titles)

☐ Taped on dust jackets only \$.40 per book

☐ Glued on dust jackets only \$.40 per book

☐ Taped on all books \$.50 per book

☐ Glued on all books \$.50 per book

THEFT DETECTION

Select one from each column:

☐ 3M

☐ Attached \$.50 per book

☐ Date Due Check Point (9.5 frequency)

☐ Unattached \$.40 per book

☐ Date Due Check Point (8.2 frequency)

☐ Check Point (9.5/10.0 frequency)

☐ Check Point (8.2 frequency)

CATALOGING OPTIONS

Standard Cataloging has three main Entry Letters, all capitalized.
Standard options appear in **bold**. (If you require standard options, you do not need to select.)

COLLECTION CODES

☐ Do not include Collection Codes in the MARC Data

☐ Include Collection Codes in the MARC Data (Attach a list of the library's collection codes with the order)

PROPERTY LABELS

☐ Unattached \$.30 per book ☐ Attached \$.50 per book

We can provide up to 4 lines of data on your property label. Each line can have 30 characters, including spaces.

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

PRODUCT FONTS

Spine Labels: ☐ **12 pt Arial** ☐ 11 pt Tahoma ☐ 12 pt Gothic ☐ 14 pt Gothic*

Reading Program Labels: ☐ **12 pt Arial** ☐ 11 pt Tahoma ☐ 12 pt Gothic ☐ 14 pt Gothic*

Guided Reading Labels: ☐ 12 pt Arial ☐ 11 pt Tahoma ☐ 12 pt Gothic ☐ 14 pt Gothic ☐ **16 pt Gothic**

*Provided data will fit on label. Should data not fit, 12 pt will be used.

SHELFIST CARD OPTION

(self list card \$.20)

A. Price	<input type="checkbox"/> Include on card	<input type="checkbox"/> Not Included	D. Tracings	<input type="checkbox"/> Include on card	<input type="checkbox"/> Not Included
B. Barcode Number	<input type="checkbox"/> Include on card	<input type="checkbox"/> Not Included	E. Interest and Reading Level	<input type="checkbox"/> Include on card	<input type="checkbox"/> Not Included
C. Acquisition Dates	<input type="checkbox"/> Include on card	<input type="checkbox"/> Not Included	F. Review Codes	<input type="checkbox"/> Include on card	<input type="checkbox"/> Not Included

SUBJECT HEADINGS

☐ **Sears** ☐ Library of Congress ☐ Library of Congress Children's (when available with a default to Library of Congress)

GLOBAL TAG/LOCAL HOLDINGS CODE(S) (Optional)

☐ Funding

Tag: _____ Subfield: _____

Text: _____

☐ Other (specify) _____

Tag: _____ Subfield: _____

Text: _____

☐ School Code

Tag: _____ Subfield: _____

Text: _____

☐ Other (specify) _____

Tag: _____ Subfield: _____

Text: _____

☐ Location Code

Tag: _____ Subfield: _____

Text: _____

POCKET LABEL PRINTING OPTIONS

Call Number and Author/Title information are printed on the upper portion of the pocket label. If you also want to print your Library Name and up to two additional (30 characters) lines of address or other information on the lower portion of the pocket label, please indicate your preference and provide the necessary information below.

☐ Print Library Name and Address

Library Name _____

Line 2 _____

Line 3 _____

Line 4 _____

☐ Print Barcode on the Pocket ☐ Print the Price on the Pocket ☐ Print the subtitle on the Pocket

☐ Below the Call #/Title

☐ Above the Call #/Title

CALL NUMBER CLASSIFICATION OPTIONS

A. Call Number

- ☐ Include call numbers ☐ Don't include call numbers

B. Capitalization

- ☐ Capitalize first main entry letter only
☐ Capitalize all main entry letters
☐ Customized (Indicate with each classification)

C. Dewey Classification

- ☐ Abridged Dewey
☐ Unabridged Dewey to the 2nd Prime (When available)
☐ Unabridged Dewey (When available)
☐ Unabridged Dewey with number of digits past the decimal: ____ (0-7 digits)

D. Nonfiction (K-3)

PREFIX:
☐ None ☐ E ☐ Other: _____

CLASSIFICATION:

- ☐ Dewey Classification
☐ J
☐ E
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

E. Nonfiction (4-8)

PREFIX:
☐ None ☐ J ☐ Other: _____

CLASSIFICATION:

- ☐ Dewey Classification
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

F. Nonfiction (9 or Higher)

PREFIX:
☐ None ☐ Other: _____

CLASSIFICATION:

- ☐ Dewey Classification
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

G. Individual Biography

PREFIX:
☐ None ☐ Other: _____

CLASSIFICATION:

- ☐ 92
☐ 921
☐ B
☐ BIO
☐ Bio
☐ Dewey Classification
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

H. Collective Biography

PREFIX:
☐ None ☐ Other: _____

CLASSIFICATION:

- ☐ 920
☐ 92
☐ B
☐ BIO
☐ Bio
☐ Dewey Classification
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

I. Easy Fiction (K-3)

PREFIX:
☐ None ☐ J ☐ E ☐ Other: _____

CLASSIFICATION:

- ☐ E
☐ EASY
☐ Easy
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

J. Fiction (4-8)

PREFIX:
☐ None ☐ J ☐ JUV ☐ Other: _____

CLASSIFICATION:

- ☐ F
☐ FIC
☐ Fic
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

K. Fiction (9 or Higher)

PREFIX:
☐ None ☐ J ☐ JUV ☐ Other: _____

CLASSIFICATION:

- ☐ F
☐ FIC
☐ Fic
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

L. Story Collection

PREFIX:
☐ None ☐ Follow Fiction Prefixes ☐ Other: _____

CLASSIFICATION:

- ☐ SC
☐ 808.83
☐ Treat the Same as Fiction
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname
 CAPITALIZATION: ☐ First Letter ☐ All Letters

CALL NUMBER CLASSIFICATION OPTIONS

M. Spanish

PREFIX:

☐ None ☐ SP ☐ SPA ☐ Other: _____

CLASSIFICATION:

☐ Dewey Classification by Subject
☐ Dewey Classification by Language
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) ☐ Complete Surname

CAPITALIZATION: ☐ First Letter ☐ All Letters

N. Other Prefixes

Audio Cassette: ☐ None ☐ AV ☐ AC ☐ Other: _____
 Compact Disk: ☐ None ☐ AV ☐ CD ☐ Other: _____
 DVD: ☐ None ☐ AV ☐ DVD ☐ Other: _____
 Video Cassette: ☐ None ☐ AV ☐ VC ☐ Other: _____
 Other AV: ☐ None ☐ AV ☐ Nonprint ☐ Other: _____

O. Call Number Suffix (Select one of the following)

☐ None
☐ Copyright Year
☐ Acquisition Date
☐ Spanish Suffix: _____
 (1-13 Letters - Applicable to Spanish Titles Only)
☐ Author Letters for Individual Biography _____
 (1-13 Letters - Applicable to Individual Biography Titles Only)

P. Reference Prefix (Grolier Titles Only—specify by set)

☐ R
☐ REF

Catalog Volumes: (Grolier Reference Only)

☐ Set
☐ Individual Volumes (Does not apply to print encyclopedias)

READING PROGRAM LABEL OPTIONS

Reading Program Label

☐ Unattached (\$.35 per book)
☐ Attached (\$.50 per book)
☐ Standard Placement (above the spine label)
☐ Other Location _____

Guided Reading Label

☐ Unattached (\$.35 per book)
☐ Attached (\$.50 per book)
☐ Standard Placement (above the spine label)
☐ Other Location _____

☐ Standard Accelerated Reader® Label includes:

- Reading Program Name
- Points
- Reading Level

☐ Standard Scholastic Reading Counts!™ Label includes:

- Reading Program Name
- Points
- Reading Level
- Lexile Level

☐ Customized/Enhanced Accelerated Reader® Label

Select up to five options below and circle the line number where it should appear on reading program label. Enhanced Labels MUST include the Title or the Author.

Data Field:	Line #:					
Reading Program Name	1	2	3	4	5	Do Not Include
Interest Level	1	2	3	4	5	Do Not Include
Reading Level	1	2	3	4	5	Do Not Include
Quiz/Test Number	1	2	3	4	5	Do Not Include

☐ Customized/Enhanced Scholastic Reading Counts!™ Label

Select up to five options below and circle the line number where it should appear on reading program label. Enhanced Labels MUST include the Title or the Author.

Data Field:	Line #:					
Lexile Level	1	2	3	4	5	Do Not Include
Title (Enhanced Label Only)	1	2	3	4	5	Do Not Include
Author (Enhanced Label Only)	1	2	3	4	5	Do Not Include

*Note: AR and SRC data is automatically included in 526 tag, even if Reading Program option is not selected.

OPTIONAL ITEMS

- ☐ Main Entry Card \$.20 each
☐ Shelf List Card \$.20 each
☐ Circulation/Borrowers Card \$.20 each
☐ Date Due Slip—FREE (specify attachment)

- ☐ Unattached
☐ Front flyleaf
☐ Back flyleaf
☐ Front inside cover
☐ Back inside cover
☐ Other _____

Pocket (specify attachment):

- ☐ Pocket unattached \$.20 per book
☐ Pocket on back flyleaf \$.30 per book
☐ Pocket on back inside cover \$.30 per book
☐ Pocket on front flyleaf \$.30 per book
☐ Pocket on front inside cover \$.30 per book

Spine label:

- ☐ Attached horizontal \$.30 per book
☐ Attached vertical if Dewey wraps ... \$.30 per book
☐ Unattached \$.15 per book

- ☐ Circulation Card Label \$.15 per book

Special Packing Requirements for Shipping:

- ☐ Dewey Classification
☐ Alphabetical by title
☐ Alphabetical by author



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www.scholastic.com/librarypublishing

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